

UNIVERSITY OF MARYLAND

# SMITH MBA & MS

**MBA AND MS PROGRAMS APPLICATION**

ROBERT H. SMITH  
SCHOOL OF BUSINESS

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## APPLICATION DEADLINES AND DECISION SCHEDULE

	COMPLETED* APPLICATION RECEIVED BY	DECISION MAILED BY
<b>Full-Time MBA/MS</b>		
International	November 15**	February 1
	January 3***	March 15
	February 15	April 15
U.S. Citizens	December 2**	February 15
	February 1***	April 1
	March 15	May 1
	May 1	June 15
<b>Part-Time MBA</b>		
(Evening and Weekend)	April 1	May 15
	May 15	June 15

\* Official GMAT scores, TOEFL scores, and Residency and Finance forms must be received for your application to be considered complete. Incomplete applications will NOT be reviewed by the Admissions Committee. If you are attempting to meet an application deadline, make plans to take the GMAT at least one month before the deadline.

\* \* Early Decision Deadline

\* \* \* February 1 is the priority deadline for financial aid.

## TENTATIVE FALL 2003 CALENDAR

	FULL-TIME MBA/MS	PART-TIME MBA SHADY GROVE BALTIMORE WASHINGTON, D.C.
Registration Deadline	July 23	August 13
Orientation*	August 15-29	August 15-29
Classes Begin	September 2	September 2
Holiday	November 27-30	November 27-30
Semester ends	December 13	December 13
Final Exams	December 15-20	December 15-20

\*Required events

All dates will be confirmed in the acceptance materials.



# Note to Applicants

Thank you for your interest in the Robert H. Smith School of Business. Smith's MBA and MS programs are open to all qualified individuals who hold a bachelor's degree (or its equivalent) from an accredited college or university.

Approximately 2,700 individuals apply for the 700 (total) available places in our full-time and part-time (Evening and Weekend) MBA and MS programs. Although admission is very selective, each application is thoroughly evaluated in an effort to determine the candidate's ability to benefit from and contribute to the business school.

We encourage applications from people of diverse backgrounds who have demonstrated achievement in their leadership endeavors as well as in their academic and professional careers. Factors such as motivation, maturity, self-confidence, integrity, tenacity, and the ability to work with others are also valued by the Admissions Committee.

This booklet contains information on the admission process and the forms you will need to apply to Smith. You may also apply through our Web site at [www.rhsmith.umd.edu/fullmba/Applications.htm](http://www.rhsmith.umd.edu/fullmba/Applications.htm).

## On-Site Campus Visits and Information Sessions

It is difficult to describe in printed materials the MBA or MS experience at the Robert H. Smith School of Business. Thus, we invite prospective students to visit our campus for a closer look at what we have to offer.

The **Visitors Program** is a formal information session designed for students interested primarily in our full-time program. These sessions are approximately four hours in length, and comprise a class visit, building tour, presentations, lunch with current students, and a question-and-answer session. The Visitors Program sessions are offered bi-weekly, September through April. To register for the Visitors Program online, visit [www.rhsmith.umd.edu/fullmba/IntroVisit.htm](http://www.rhsmith.umd.edu/fullmba/IntroVisit.htm). **Reservations are required.**

The Admissions Office also holds **Information Sessions** at our Shady Grove campus, D.C. location, Baltimore location, and various locations in northern Virginia. Information sessions provide an opportunity for individuals interested in the MBA or MS program to discuss questions or concerns with admission representatives. These sessions, designed primarily for students interested in our part-time programs, are held once a month at each location while school is in session from 7:00 p.m. until about 8:30 p.m.

Students who are unable to attend an Information Session or participate in the campus Visitors Program are invited to take advantage of our **Student Host Program**. In the host program, each prospective student is the guest of a current student and participates in a typical day's activity of that student.

For further information about any of these programs, call the Admissions Office at 301.405.2278 or visit our Web site at [www.rhsmith.umd.edu](http://www.rhsmith.umd.edu). The office is open 8:30 a.m. to 4:30 p.m. (Eastern Standard Time), Monday through Friday.

## OFF-SITE INFORMATION SESSIONS

### DOMESTIC

September 21	Miami
September 23	Atlanta
October 1	Chicago
October 3	San Francisco
October 5	Los Angeles
October 8	Boston
October 11	Washington, D.C.
October 14	New York

### INTERNATIONAL

#### Latin America

October 11	Santiago
October 14	Buenos Aires
October 16	Sao Paulo
October 18	Lima
October 21	Caracas
October 24	Mexico City

#### Asia

January 14	Tokyo
January 16	Seoul
January 18	Taipei
January 20	Manila
January 22	Bangkok
January 25	Singapore

*The MBA Admissions Office will also participate in additional domestic fairs and forums. To learn more about our fall 2002 and spring 2003 travel schedule, visit our Web site: [www.rhsmith.umd.edu/fullmba/](http://www.rhsmith.umd.edu/fullmba/) or contact us at 301.405.2278.*



### Criteria for Admission

The decision to admit an applicant is based on an evaluation of a combination of factors that help determine the candidate's potential for successful completion of the graduate business program. Previous academic performance, GMAT scores, work experience, and recommendations are some of the factors considered. In addition, the applicant's essay responses usually indicate whether he or she has carefully considered the value of the business degree at the master's level. Specifics on each of these factors are explained below:

- Quality of previous academic work—Applicants must present a baccalaureate degree from an accredited college or university. The expected minimum grade point average is "B" or 3.0 on a 4.0 scale for all previous undergraduate and graduate work.
- Scores on the Graduate Management Admission Test (GMAT)—Although cut-off scores are not implemented in the admission process, it is expected that the applicant's GMAT score will reflect the ability to successfully matriculate in an academically rigorous program. GMAT scores typically range from the mid-500s through the upper-700s.
- Work experience—although professional work experience is not a requirement for admission to the MBA or MS program, it is valued by the Admissions Committee.

- The strength of letters of recommendation from people competent to judge the applicant's probable success in graduate school—Usually these letters are from the applicant's employers and/or former professors who are able to judge the applicant's strengths as well as on-the-job and/or academic performance. The Admissions Committee prefers that both letters come from current or previous employers.
- Essay responses—These statements should express the applicant's reasons for undertaking graduate study, specifically at the Smith School of Business, and the expected achievements as a result of graduate study.
- Other evidence of graduate potential—work experience, extracurricular activities, community involvement, professional affiliations, etc.

Within the constraints of the above admission criteria, the University of Maryland, under affirmative action plans, makes every effort to increase the participation of qualified minority students in the graduate program.

In general, it is to your advantage to apply before February 1 since limited space is available to those who apply after that date. All applicants who submit a completed application by the application deadline are considered on an equal basis with all other applicants. Applicants who require financial support and wish to be among those first considered should submit their applications well before February 1.

### Transfer Credits

Students who seek to transfer to Smith may transfer up to 9 credit hours of course work if the following criteria are met:

- The student is/was enrolled in an MBA program.
- The MBA program in which the student is/was enrolled is accredited by AACSB.
- The credits have not been used to meet the requirements for any degree previously earned.
- The courses are deemed appropriate by the Master's Programs Office for the University of Maryland MBA degree.
- The student has earned a "B" or better in the courses offered for transfer credits, and have a "B" or better average in all the graduate course work taken at the institution from which the transfer is requested.

Credit will not be given for any course work taken more than five years before the anticipated date for completion of the MBA or MS degree.

### Deferred Admission

If an applicant has been admitted to the MBA or MS program, he or she may request that admission be deferred for one year. Requests for deferment must be made in writing within 30 days of the acceptance and should describe the work or study plans for the year. A non-refundable tuition deposit is required. In general, the offer of financial aid is not deferrable.

### Tuition and Fees

The tuition and fee costs for the 2003–2004 academic year are indicated in the table to the right. The university reserves the right to change tuition and fees at any time. Determination of in-state status for tuition purposes is made at the time an application is under consideration.

Applicants are granted in-state status if they have been domiciled in Maryland for at least 12 months prior to the last day of registration for the forthcoming semester, and have been financially independent for the previous 12 months. Being domiciled in Maryland is defined as owning or renting real property in Maryland as one's residence on a year-round basis where all or substantially all of one's personal possessions are housed; maintaining uninterrupted presence in Maryland including the months when the university is not in regular session; paying Maryland income tax and giving a Maryland home address on federal tax returns; possessing a Maryland driver's license; and/or being registered to vote in Maryland.

For a complete list of residency requirements, please see the Residency Office's Web site, <http://www.testudo.umd.edu/rco/>.

### Additional estimated annual expenses for full-time students include:

Books	\$1,500
Housing	\$7,000
Food	\$2,500
Transportation	\$1,000
Health Insurance	\$650
Personal	\$1,500

Students who wish to study during the summer sessions should be aware that educational expenses range between \$2,500 and \$6,000. Tuition rates are subject to change without notice.

A non-refundable deposit will be required within 30 days of the business school's offer of admission to secure a place in the class. In addition, the applicant must have been accepted by the University of Maryland, College Park, Graduate School.

### Special Notes for Students Interested in Fellowships

Applications must be received before February 1 to be automatically considered for university-wide fellowships. Past successful fellowship recipients typically were: in the top 5% of their undergraduate class; in the top 5% of all GMAT test takers; and consistently ranked in the top 5% by their recommenders. Applicants who are interested in being nominated for fellowships should provide the Admissions Committee with documentation from their undergraduate institution that they were in the top 5 to 10% of the graduating class. This documentation typically comes from the university registrar's office or from a faculty member in the department where the student was studying. An applicant's references must submit a letter of reference along with the recommendation form. It is to the applicant's advantage to submit three letters of recommendation instead of two, one of which must be from a person in academia.

**ESTIMATED TUITION TABLE  
2003-2004 ACADEMIC YEAR**

CREDIT HOURS	TUITION IN-STATE	TUITION OUT-OF-STATE
1	\$ 750	\$ 1,236
2	\$ 1,501	\$ 2,473
3	\$ 2,251	\$ 3,709
4	\$ 3,001	\$ 4,945
5	\$ 3,752	\$ 6,181
6	\$ 4,502	\$ 7,418
7	\$ 5,252	\$ 8,654
8	\$ 6,003	\$ 9,890
9	\$ 6,753	\$11,126

### Notes:

1. Full-time MBA and MS students completing 9-15 hours are charged at a flat rate of \$6,753 (in state) and \$11,126 (out of state) per semester.
2. Full-time MBA and MS students completing less than 9 credits pay the appropriate hourly rate as indicated in the table plus fees.
3. Full-time MBA and MS students must pay an hourly rate of \$750 (in state) and \$1,236 (out of state) for any credits taken above 15 per semester.
4. Currently, all students enrolled in the part-time MBA programs in Washington, D.C., Shady Grove, and Baltimore, pay at the in-state rates for off-campus courses.
5. Fees are not included in the tuition costs above. Fees are approximately \$1,454 for full-time students per year. Fees are \$22/credit hour for students enrolled in courses at the Baltimore campus; \$25/credit hour for students enrolled at the Shady Grove campus; and \$60/credit hour for students enrolled at the D.C. campus.
6. All fees are subject to change.

### **Special Notes for Students Interested in Graduate Assistantships and Teaching Assistantships**

Applications must be received by February 1 to automatically be considered for graduate assistantship/teaching assistantship positions. Past graduate assistants typically scored 660 or above on the GMAT exam, achieved at least a 3.4 out of 4.0 undergraduate GPA, and had more than four years of full-time work experience.

Students should note that the university's practice of awarding 5 or 10 credits of tuition remission for graduate assistantship positions does not apply to the MBA and MS programs. MBA/MS students receive a tuition credit: students on 10-12 hour graduate assistantship (GA) positions receive a tuition credit of \$1,445 per semester and students on 20-24 hour GA positions receive a tuition credit of \$2,890. All graduate assistants are classified as in-state students for tuition purposes.

### **Special Notes For Minority Students**

The University of Maryland, College Park, is committed to the goal of achieving a multicultural, multiracial campus, and actively encourages applications from minority students for graduate study. It is toward this end that the Office of Graduate Minority Affairs was established to coordinate graduate recruitment and retention efforts campus-wide. The office also reviews policies that affect the quality of graduate life and underwrites initiatives that highlight the racial and cultural diversity of the university community. If you have any questions regarding graduate admission, financial assistance, or any other services provided by the Office of Graduate Minority Affairs, please call 301.405.4183 or toll free, 800.245.4723.

### **Reapplication**

Reapplicants must submit a new application form with required fee, updated résumé, and an essay addressing how you have improved your candidacy since the initial application. Credentials and other supporting materials sent with your initial application, including your interview evaluation, will be held for one year after the original date of proposed entry.

### **Admission Time Limits**

The degree must be completed within five years of the student's date of enrollment in a program.

### **Academic Standards**

Once enrolled in the program, students must maintain an average grade of B or better in all graduate courses taken. A first-year full-time student with a cumulative grade point average below 3.0 will be put on academic probation and will be allowed, until the end of the summer sessions, to raise the overall grade point average to at least 3.0. First-year part-time MBA students must have a 3.0 by the end of their second fall semester in the program and maintain this average as described above for full-time students. MS students placed on probation will be allowed one semester to attain a 3.0 GPA. If this is not achieved, the student's admission to the program will be terminated. The admission of all students is continued at the discretion of the director of the master's program and the Dean for Graduate Studies and Research.

### **University Policy Statement**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the University of Maryland. Changes are made from time to time in general regulations and in the academic requirements. There are established procedures for making changes, which protect the institution's integrity and the individual student's interest and welfare.

A curriculum or graduation requirement, when altered, is not made retroactive unless the alternative is to the student's advantage and can be accommodated within the span of years normally required for graduation. When the actions of a student are judged by competent authority, using established procedures, to be detrimental to the interests of the university community, that person may be required to withdraw from the university.

Smoking in University of Maryland buildings is prohibited.

The University of Maryland is an equal opportunity institution with respect to both education and employment. The university's policies, programs, and activities conform with pertinent federal and state law and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and handicap.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, or related legal requirements should be directed to: Director, Office of Human Relations, Main Administration Building, University of Maryland, College Park, Maryland 20742.



## FOR MORE INFORMATION

### MBA and MS Programs

Robert H. Smith School of Business  
2308 Van Munching Hall  
University of Maryland  
College Park, MD 20742-1815

**TEL** 301.405.2278

**FAX** 301.314.9862

**E-MAIL** mba\_info@rhsmith.umd.edu  
ms\_info@rhsmith.umd.edu

<http://www.rhsmith.umd.edu>

### Financial Aid

0102 Lee Building  
College Park, MD 20742

**TEL** 301.314.8313

**FAX** 301.314.9587

**E-MAIL** um-admit@uga.umd.edu  
University of Maryland's FAFSA  
number: 002103

### Graduate Housing

**TEL** 301.422.0147

**FAX** 301.422.2616

### Graduate Hills/Graduate Apartments

7704 Adelphi Road  
Hyattsville, MD 20783

**TEL** 301.422.0147

(Toll-free 1.888.230.7368)

**FAX** 301.422.8011

[http://www.smc\\_grad\\_housing.com](http://www.smc_grad_housing.com)

### International Education Services

3116 Mitchell Building  
College Park, MD 20742

**TEL** 301.314.7740

**FAX** 301.314.9347

**E-MAIL** iesgrad@deans.umd.edu

### Graduate Admissions

2133 Lee Building  
College Park, MD 20742

**TEL** 301.405.4176

**FAX** 301.314.9305

**E-MAIL** grschool@deans.umd.edu

### Residency Office

(In-State Status)

0405B Marie Mount Hall  
College Park, MD 20742

**TEL** 301.405.2030

**FAX** 301.314.9832

**E-MAIL** resclass@deans.umd.edu

### Commuter Affairs and Community Service

1195 Stamp Student Union  
College Park, MD 20742-4621

**TEL** 301.314.5274

**FAX** 301.314.9874

<http://www.inform.umd.edu/CACS>

## Honor Statement

The University of Maryland, College Park, is an academic community dedicated to teaching, learning, and research. Academic integrity promotes the development and expression of new ideas, while academic dishonesty acts as a corrosive force in the life of the university. Academic integrity enhances the quality of each student's education and allows for the recognition of the genuine achievements and

accomplishments of all. Students must adhere to the Code of Academic Integrity and promote academic integrity. This includes reporting cases of academic dishonesty to the Student Honor Council and cooperating with faculty and the council in resolving such cases.

# Instructions

## **Please read this entire section before completing the application form.**

The Robert H. Smith School of Business uses a self-managed application procedure for efficient processing of your admissions file. Thus, you are responsible for assembling and submitting all elements of the application package (except the GMAT score). Make a photocopy of your application and essay statements before submitting your completed application.

Applicants are encouraged to submit their application as early as possible; however, applications will not be reviewed until all credentials and official copies of test scores have been received.

When all appropriate forms have been completed and signed, place them in an envelope and mail with sufficient postage to the MBA/MS Admissions Office.

## **Submit application materials to:**

MBA/MS Admissions  
Robert H. Smith School of Business  
2308 Van Munching Hall  
University of Maryland  
College Park, MD 20742-1815

You may also submit your application online. Logon to the Web and access <http://apply.embark.com/MBAEdge/UMaryland/>. There is no additional fee for using the online application system.

*Your application will not be processed until all documents are received.*

## **Program Start Dates**

All programs begin in the fall.

## **Application for Admission**

The application has been designed to provide the opportunity to present yourself to the Admissions Committee in the best possible manner. The application questions should be answered carefully and completely. A \$50 non-refundable application fee is required of all applicants. The check or money order should be made payable to the University of Maryland and be drawn on a U.S. bank account. If you wish to use your credit card, fill out the front of the application fee envelope and attach it to the application.

## **Transcripts**

A complete application packet must include two official transcripts from each college or university attended. To facilitate the collection of these transcripts, a Transcript Request Form has been provided. Photocopy and complete the Transcript Request Form and send it to the registrar of each college or university attended. The schools are instructed to return the transcripts to you in sealed envelopes. Transcripts for any course work done at the University of Maryland, College Park, need not be sent since they will be retrieved from the registrar automatically.

**Note:** *International students whose academic records (transcripts) are not in English must submit both the originals as well as translated transcripts, along with an official copy of the bachelor's degree.*

## **Recommendations**

Recommendations should be solicited from those individuals who can objectively comment on your performance in a professional or academic setting.

Full-time applicants who believe they meet the qualifications for fellowship nominees should submit three letters of recommendation. (See special notes for students interested in fellowships on page 3.)

The writers of the recommendations should return the completed letters to you in a sealed and signed envelope. You will return them with your application packet. Letters from personal or family friends or from co-workers are considered inappropriate and are detrimental to the application.

## **Maryland In-State Residents**

Applicants seeking to be classified as Maryland residents for tuition purposes should submit two copies of the enclosed Residency Form. The Graduate School and not the Smith School of Business determines in-state status. If you are incorrectly classified, please contact the Graduate School, 301.405.4195.

For information on in-state residency qualifications, please access [www.testudo.umd.edu/rco/](http://www.testudo.umd.edu/rco/).



### **Graduate Management Admission Test (GMAT)**

This test, sponsored and directed by the Graduate Management Admission Council, is required of all MBA applicants. MS applicants may submit a valid GRE score instead of the GMAT; however, the GMAT is preferred. Applications will not be considered complete until official GMAT scores have been received. GMAT scores that are more than five years old will not be accepted. If you have previously taken the GMAT but have not had your scores reported to the University of Maryland, you will need to request your test result from:

Graduate Management Admission Test  
Educational Testing Service  
P.O. Box 6104  
Princeton, NJ 08541-6104  
**TEL** 609.771.7330  
<http://www.gmat.org>

**Note:** *The University of Maryland's GMAT code is 5814.*

### **Résumé**

A résumé should be submitted that describes, at minimum, each full-time position you have held, summer jobs held in college, and relevant part-time positions. It is important that you include dates of employment, firm/employer, location, job title, and responsibilities. After you describe your work experience, you may tailor your résumé to best represent your individual skills, interests, honors, and activities.

### **Late Applications**

An application received or completed after the final deadline will be given consideration if positions remain available in the class to which you apply. It should be noted, however, that because of our rolling admission process, late applications are at a disadvantage.

### **Application Interviews**

Due to the high volume of applications received, the Robert H. Smith School of Business conducts interviews at the discretion of the Admissions Committee. Prospective students interested in learning more about graduate programs in the business school are encouraged to take advantage of our on-site programs and information sessions. The Admissions Committee strongly encourages prospective applicants interested in our Evening MBA or Weekend MBA programs to attend an information session.

### **Release of Information**

We will release information on the status of your application only to you. If you would like anyone else to have access to that information, please submit a **written and signed** statement giving your permission and the person's name. We will not release information without this statement.

# Special Notes for

# International\* Applicants

## Application Fee

A non-refundable application fee of \$50 is required. Do not send cash. All funds must be drawn on a U.S. bank. Include your full name and social security number (if you have one) on the front of your money order. The application fee is not refundable under any circumstances. There are no fee waivers.

Note: If you have difficulty paying the application fee due to currency exchange restrictions, a friend or relative in a country where exchange restrictions are less stringent may send in the fee for you. They should write your name on the front of the money order. The MBA/MS Admissions Office must also receive the fee by the application deadline.

## Academic Credentials

The MBA/MS Admissions Office must receive the complete official transcripts/mark sheets (in the original language with literal English translations) by the appropriate international deadline date. Translations should not be interpretive, and actual names of all degrees, diplomas, and certificates must appear in the translation. In order for a student to be admitted, official copies of transcripts must be received by the Admissions Office.

Only applicants who have completed the full sequence of preparatory studies and examinations equivalent to a U.S. bachelor's degree from an approved institution and who have demonstrated high academic achievement will be considered.

## Standard Test Scores (TOEFL, TWE)

All students at Maryland are expected to read, write, and speak English fluently. International students must demonstrate a proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL). A score of 600 and above (with no sectional score below 50) on the paper-based exam or 250 on the computer-based exam may qualify for full admission. Applicants who score below 600 may be considered for provisional admission requiring:

- A reevaluation of English skills upon arrival at College Park.
- The successful completion of a semi-intensive program of English study at the university's Maryland English Institute (MEI) during the summer semester, if the results of reevaluation indicate more language training is needed.

You should take the TOEFL on a date that includes the Test of Written English (TWE). If you are unable to do so, or if your TWE score is less than 4.0, and you are admitted to the business school, you will be required to write an essay during orientation.

To obtain an application for TOEFL, write: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151, USA; [www.toefl.org](http://www.toefl.org).

When requesting that official scores be sent, please refer to the University of Maryland institutional code 5814. A copy of your TOEFL report must be included in your application. TOEFL exemptions are granted to students from select countries. Please visit [www.rhsmith.umd.edu/fullmba/FAQ.htm](http://www.rhsmith.umd.edu/fullmba/FAQ.htm) to determine country exemptions.

## Financial Resources

International applicants applying for an F-1 visa must complete and send the enclosed Certification of Finance Form. Applications will not be reviewed without the finance form. Approximately \$36,000 annually is required for educational and living expenses. Evidence of funding for the first year must be provided with an indication of sources of financial support for subsequent years. Applicants unable to demonstrate that they possess sufficient resources will not be cleared for final admission. Each prospective student should become familiar with current government regulations for exchanging and forwarding currency to the U.S. Arrangements must be made to have necessary funds on hand at the beginning of, and at regular intervals throughout, each semester. Some governments require that certificates of eligibility to enroll or certificates of attendance accompany applications for currency exchange. Students to whom this requirement applies should contact the Office of International Education Services, Mitchell Building, University of Maryland, College Park, MD 20742-5215, USA, for assistance.

*\* International applicants are defined as candidates who are not citizens or permanent residents of the United States.*



### International Applicants Who Reside in the U.S.

International applicants who have U.S. addresses need to submit information about their visa status with their application packet. Immigrants need to copy both sides of their Alien Registration cards while non-immigrants need to provide copies of both sides of their I-94 form and a copy of the most recent visa stamp in their passports. F-1 visa holders are also required to copy both sides of their I-20 form. J-1 visa holders are also required to copy both sides of the original and most recent IAP-66 form.

### Immigration Documents

International applicants admitted to graduate study will be issued student visas where appropriate. Foreign students should not leave their home country before obtaining an official offer of admission from the Dean for Graduate Studies. To enter the United States most foreign students will need a passport from their government and a visa from the U.S. Consulate. To apply for a visa, the student must provide evidence of a minimum of 48 graduate unit hours, or the equivalent of a full course of study. The accompanying spouse or child of an F-1 student enters the U.S. on an F-2 visa, which does not permit employment of any kind.

Another commonly granted visa is the Exchange Visitor visa (J-1), generally for students sponsored by agencies, foundations, or their home governments. It is granted only with the presentation of a Certificate of Eligibility Form (IAP-66). The accompanying spouse or child enters the U.S. on a J-2 visa, which may in some circumstances permit employment with approval from the U.S.

ANY INTERNATIONAL BANK

1-234  
000

DATE:

20

PAY TO: **University of Maryland**

THE SUM OF U.S. DOLLARS: **Fifty Dollars**

**US\$ 50.00**

B

ANY US BANK  
ANY US CITY  
USA

C

00000000-123456789-00000000

A

AUTHORIZED SIGNATURE

Payment of application fee using bank draft

Check must:

A

have a transit number

B

be drawn on a U.S. bank

C

have an encoded routing number

### U.S. Immigration and Naturalization Service

It is important to note that, in many cases, an Exchange Visitor must leave the U.S. at the conclusion of the program, may not change visa status, and may not be eligible for any other visa until a two-year home country residency has been completed.

**Note:** *The Visitor's Visa (B-2) is not appropriate for students intending to study in the U.S. Once an individual is in the U.S. on a B-2 visa, it is difficult to change to a Student or Exchange Visitor visa unless that individual has previously discussed study plans with the U.S. Consulate and has been issued a B-2 visa designated "prospective student."*

For further information concerning visas, please consult with the U.S. Consulate in your country. For additional information, contact the Office of International Education Services, University of Maryland, College Park, MD 20742-5215 USA; 301.314.7740.

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# Certification of Finance Form Instructions

## For International Students Only

International applicants to the University of Maryland Graduate School who will attend using an F-1 visa must certify sufficient funds (exclusive of travel expenses) to cover university fees, books, supplies, tuition, and living expenses for themselves and their dependents (if applicable). The next page is a "Certification of Finance" form that **must** be submitted along with your application for admission to the University of Maryland. (If you will be attending the part-time MBA program under a different visa status, such as H-1B, you are not required to submit the Certification of Finance form. Instead, you should submit a legible copy of your visa.)

Please fill in the appropriate spaces in the form and include any required documentation. To assist you, a brief description regarding possible sources of support follows. **Please note: If you would be solely dependent upon a graduate assistantship from the University of Maryland, you must indicate this fact on the form. If we do not receive this form, your application will not be complete and cannot be considered.**

**1. Self Support:** If you have personal savings and intend to use this money for all or part of your financial support, indicate the name of your bank in the space provided. An official of your bank must attach a current bank balance statement verifying the amount you have indicated. If you are self-supported, you must have enough savings for the first year and give reasonable evidence that there will be sufficient financing to cover the remainder of your academic program.

## 2. Parents/Individual Sponsors:

If your parents, or others, are willing to sponsor all or part of your studies, they should indicate the amount of funds they will make available to you. Your sponsors must have an official of their bank attach a current bank balance statement verifying their ability to provide you with funds they have indicated for the first year, and reasonable evidence that the rest of your expenses will be covered during the subsequent years.

## 3. Your Government or Other Sponsoring Agency:

Should you be sponsored by your government or an international organization or foundation, indicate the name of the agency and include a letter, signed by an authorized representative, detailing the terms of your award. The letter of award should provide the following information:

- a.) Will the sponsoring agency pay your expenses for tuition and fees?
- b.) If so, should the agency be billed directly?
- c.) Will the agency provide you with living expenses? If so, how much?
- d.) For how long is the sponsorship valid; one year, two years, or renewable until the degree is awarded?
- e.) Will the sponsors be willing to provide you with extra support should your spouse or children accompany you? If so, how much?

**4. If you are offered an assistantship or fellowship from the University of Maryland,** the MBA/MS Admissions Office will send a copy of the award letter to the Office of International Education Services. If you will be solely dependent on such support, you must indicate so in #4.

**5. Other:** You may have another source of support not included above. For example, some students seeking admission to the University of Maryland intend to stay with friends or family who live close to the university, and thus may contribute to their support. If you feel you have other such sources of support, be certain to enclose the required affidavit verifying this. If you intend to live with friends or family near the university, the value of this support is equivalent to the "estimated student expenses" figure for housing and support (see page 5). You must enter this support in the appropriate spaces for each expected year of your studies. An MBA degree normally requires two years to complete; an MS degree requires one year. Be certain to secure the appropriate signature of parents and sponsors. Also include any required additional documentation.

***This form and supporting documents should be returned with your application packet.***

***Your application will not be reviewed until this form is completed and returned to the MBA/MS Admissions Office.***



# Certification of Finance Form

To be completed by international candidates applying for an F-1 visa only. Please submit two copies of this form.

Before completing this form, please carefully read the information and instructions on page 10. In completing this section, refer to the estimated expense information given in this booklet on page 5. **Give all amounts in U.S. dollars.** A Certificate of Eligibility (Form I-20 or Form IAP-66) will **NOT** be issued until this information is provided.

Source of Funds	Assured Support	Projected Support (Include 15–17% increase per year)		
	First Year	Second Year	Third Year	Fourth Year
<b>1. Self Support</b> A bank official must attach a statement on the bank's stationery verifying the total amount available for your expenses.				
<b>2. Parents or Individual Sponsors</b> Your guarantor/sponsor must also sign the certification portion below. Your sponsor must have an official statement of his/her ability to provide you with the funds he/she has indicated.				
<b>3. Your Government or Other Sponsoring Agency</b> Enclose with this form a signed copy of your letter of award.				
<b>4. University of Maryland</b> Specify type of award:				
<b>5. Other</b> Enclose with this form a signed affidavit from an authorized person to certify the accuracy of this entry.				
Each of these totals should at least equal the institution's estimate of expense for one year. <div> <div>Total</div> <div>\$</div> </div>				

**Note:** Please see the reverse side of this form if you are planning to bring any family members with you to the U.S.

**I certify that the information provided here is correct and complete.**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as required. If living in the U.S., the sponsor must submit an affidavit of support (I-134) form.

Signature of Student

Last Name First Name Middle Name

Date

Signature of Guarantor/Sponsor

Name

Address

Relationship to Applicant

# Certification of Finance Form *Continued*

To be completed by international candidates applying for an F-1 visa only.

If you wish to be accompanied by your family during your studies, you must provide evidence of additional funding before we can authorize any family member to accompany you. If your spouse and/or children intend to accompany you, or expect to join you at some future date, you must show evidence of an additional \$4,500 of financial resources per year for each dependent. List below the name(s), date(s) of birth, place(s) of birth, and relationship(s) of those who will accompany you.

Name	Relationship	Date of Birth	Place of Birth



# Admission Recommendation Form

**Applicant:** Please type or print your name.

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Current Address

Address a plain envelope to yourself. Be sure to give both the form and the envelope to your recommender. Return the sealed envelope to the MBA/MS Admissions Office with your other completed application materials.

**Waiver:** Under the federal Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

\_\_\_\_\_  
Date Signature

**Recommender:** The person whose name appears above is applying for admission to the Robert H. Smith School of Business, University of Maryland, College Park. In considering applicants, the Admissions Committee typically finds that a recommendation presenting a balanced view of an applicant's abilities and other attributes is most helpful. This form is provided for your convenience only. We would welcome your comments in whatever additional format you think suitable. We recommend that you keep a copy for your files.

Recommender's name \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

Position/Title \_\_\_\_\_ at \_\_\_\_\_

Address \_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City State Zip Code Country

You ☐ may ☐ may not contact me at work regarding this applicant.

1. During which period of time have you had the most frequent contact with the applicant?

From \_\_\_\_\_ To \_\_\_\_\_

2. In what relationship? \_\_\_\_\_

3. General comments \_\_\_\_\_

Please indicate your overall recommendation for this candidate

☐ Not recommended ☐ Recommended, but with reservation ☐ Recommended ☐ Highly recommended

\_\_\_\_\_  
Recommender's Signature Date

# Admission Recommendation Form *Continued*

**Applicant:** Please type or print your name.

Last Name

First Name

Middle Name

Please rate the applicant on the qualities listed below in comparison to (check one):

- ☐ Others applying to graduate business school whom you have known.
- ☐ Others in your organization who have exhibited managerial promise.

	Unable to Rate	Below Average (Bottom Third)	Average (Middle Third)	Good (Top Third)	Outstanding (Top 10%)	(Almost Top 5%)	Exceptional (Top 5%)
Intellectual ability							
Maturity							
Motivation							
Personal integrity							
Ability to work with others							
Sense of humor							
Writing skills							
Oral communication/ presentation skills							
Analytical skills							
Creativity							
Self-confidence							
Leadership							
Prospects for a mgmt. career							
Professionalism							

1. What are the applicant’s primary strengths and weaknesses?

2. How might these strengths and weaknesses affect his/her performance in a graduate business program and in a management career?

3. Discuss the applicant’s competence in his/her area of responsibility or specialization, the ability to complete assignments, attention to details, and organizational and technical skills.

4. Does he/she work effectively in groups, perform well under stress, and accept constructive criticism?

5. What significant contribution has the applicant made to your organization?

# Admission Recommendation Form

**Applicant:** Please type or print your name.

Last Name First Name Middle Name

Current Address

Address a plain envelope to yourself. Be sure to give both the form and the envelope to your recommender. Return the sealed envelope to the MBA/MS Admissions Office with your other completed application materials.

**Waiver:** Under the federal Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities, and promise. We invite you, therefore, but do not require you, to sign the following waiver.

I expressly waive any rights I might have to access of this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

Date Signature

**Recommender:** The person whose name appears above is applying for admission to the Robert H. Smith School of Business, University of Maryland, College Park. In considering applicants, the Admissions Committee typically finds that a recommendation presenting a balanced view of an applicant's abilities and other attributes is most helpful. This form is provided for your convenience only. We would welcome your comments in whatever additional format you think suitable. We recommend that you keep a copy for your files.

Recommender's name Telephone

E-mail address

Position/Title at

Address  
No. & Street

City State Zip Code Country

You ☐ may ☐ may not contact me at work regarding this applicant.

1. During which period of time have you had the most frequent contact with the applicant?

From To

2. In what relationship?

3. General comments

Please indicate your overall recommendation for this candidate

☐ Not recommended ☐ Recommended, but with reservation ☐ Recommended ☐ Highly recommended

Recommender's Signature Date



# Admission Recommendation Form *Continued*

**Applicant:** Please type or print your name.

Last Name First Name Middle Name

Please rate the applicant on the qualities listed below in comparison to (check one):

- ☐ Others applying to graduate business school whom you have known.
- ☐ Others in your organization who have exhibited managerial promise.

	Unable to Rate	Below Average (Bottom Third)	Average (Middle Third)	Good (Top Third)	Outstanding (Top 10%)	(Almost Top 5%)	Exceptional (Top 5%)
Intellectual ability							
Maturity							
Motivation							
Personal integrity							
Ability to work with others							
Sense of humor							
Writing skills							
Oral communication/ presentation skills							
Analytical skills							
Creativity							
Self-confidence							
Leadership							
Prospects for a mgmt. career							
Professionalism							

1. What are the applicant's primary strengths and weaknesses?

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2. How might these strengths and weaknesses affect his/her performance in a graduate business program and in a management career?

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3. Discuss the applicant's competence in his/her area of responsibility or specialization, the ability to complete assignments, attention to details, and organizational and technical skills.

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4. Does he/she work effectively in groups, perform well under stress, and accept constructive criticism?

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5. What significant contribution has the applicant made to your organization?

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*Thank you for your assistance.*

# Residency Form

In-state students **MUST** complete this form. Out-of-state students **DO NOT** complete this form.

**Social Security Number** \_\_\_\_\_ **Birth Date** \_\_\_\_\_  
Month/Day/Year

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Do you wish to be considered for in-state tuition status? ☐ Yes ☐ No (If yes, you must complete this section of the application.)

If any of the categories below apply, please check the appropriate box, provide requested information and/or document, and go to item 10.

- ☐ I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent on a parent or legal guardian who is a regular employee of the University System of Maryland.

Please indicate relationship: \_\_\_\_\_

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

- ☐ I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides in or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate the date of expected separation from the military:

\_\_\_\_\_

If none of the above is checked, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

## Please check one:

- ☐ I am financially independent. I have earned taxable income that covered one-half or more of my total expenses for the past 12 months, and I have not been claimed as a dependent on another person's most recent tax returns.
- ☐ I am financially dependent on another person who has provided me with half or more of my total expenses for the past 12 months, and/or has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the state of Maryland. If a ward of the state, please submit documentation and go to item 10.

Name of the person upon whom dependent and relationship to applicant: \_\_\_\_\_

a. How long have you been dependent upon this person? \_\_\_\_\_

b. Is the person a resident of Maryland? ☐ Yes ☐ No

c. Address of this person: \_\_\_\_\_

d. Is this person a resident of the United States? ☐ Yes ☐ No

If no, type of visa: \_\_\_\_\_

Expiration date of visa: \_\_\_\_\_

Alien Registration No.: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? ☐ Yes ☐ No If yes, list actual years Maryland income tax returns have been filed within the past 3 years. Years filed: \_\_\_\_\_

If a Maryland tax return has not been filed within the past 12 months, state reason(s): \_\_\_\_\_

## Residency Form *Continued*

**In-state students MUST complete this form. Out-of-state students DO NOT complete this form.**

**The Student Applicant is responsible for completing items 1 – 10.**

- ☐ Yes ☐ No **1. Are you residing in Maryland primarily to attend an educational institution?**
- ☐ Yes ☐ No **2. Permanent address:** \_\_\_\_\_  
 Length of time at permanent address \_\_\_\_ years \_\_\_\_ months  
 If less than 12 months, provide previous address: \_\_\_\_\_  
 \_\_\_\_\_  
 Length of time at previous address \_\_\_\_ years \_\_\_\_ months
- ☐ Yes ☐ No **3. Are all or substantially all of your possessions in Maryland?**
- ☐ Yes ☐ No **4. Do you possess a valid driver's license?** If yes, initial date of issue \_\_\_\_\_ In what state? \_\_\_\_\_  
 Most recent date of issue \_\_\_\_\_ In what state? \_\_\_\_\_
- ☐ Yes ☐ No **5. Do you own any motor vehicles?** If yes, initial date of registration \_\_\_\_\_ In what state? \_\_\_\_\_  
 Most recent date of registration \_\_\_\_\_ In what state? \_\_\_\_\_
- ☐ Yes ☐ No **6. Are you registered to vote?**  
 If yes, in what state? \_\_\_\_\_ Date of registration \_\_\_\_\_  
 Were you previously registered to vote in another state? \_\_\_\_\_
- ☐ Yes ☐ No **7. Have you filed a Maryland state income tax return for the most recent year?**  
**If yes, list years you have filed Maryland income tax returns within the past 3 years.**  
 Years filed: \_\_\_\_\_  
 If you did not file a tax return in Maryland within the last 12 months, state reason(s): \_\_\_\_\_  
 \_\_\_\_\_
- ☐ Yes ☐ No **8. Is Maryland state income tax currently being withheld from your pay? If not, provide explanation.**  
 \_\_\_\_\_  
 \_\_\_\_\_
- ☐ Yes ☐ No **9. Do you receive any public assistance from a state or local agency other than one in Maryland?**  
 If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_

I certify that the information provided is complete and correct I understand that the University of Maryland reserves the right to request additional information if necessary. In the event the university discovers that false or misleading information has been provided, the student applicant may be billed by the university retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

10. \_\_\_\_\_  
 Signature of Applicant Date

**Determination of In-State Status for Admission, Tuition, and Charge-Differential Purposes.** The Graduate School will make an initial determination of in-state status for admission, tuition, and charge-differential purposes at the time your application for admission is under consideration. (If you are incorrectly classified, please contact the Graduate School at 301.405.4195.) The determination made at that time, and any determination made thereafter, shall prevail in each semester until the determination is successfully challenged. The deadline for meeting all requirements for in-state status and for submitting all documents for reclassification is the last day of late registration for the semester you wish to be classified as an in-state student. Questions concerning eligibility for in-state status should be directed to the Campus Classification Office, University of Maryland, College Park, Maryland 20742; 301.405.2030.



# Transcript Request Form

**Applicant:** Please provide the information requested below. Give this completed form and an envelope addressed to you to your college or university registrar. If more than two colleges or universities have been attended, this form may be photocopied. In that case, ask the registrar to use his or her own envelope. Be sure to give this form to the registrar early enough to be returned to you in time to be included in your application packet.

Name \_\_\_\_\_

School \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_ Degrees and Years \_\_\_\_\_

I hereby authorize the release of a transcript of my academic record to the University of Maryland.

Signature of Applicant

Date

**Registrar:** This person is applying for admission to the MBA/MS Program of the Robert H. Smith School of Business, University of Maryland, College Park. Please enclose this form along with two official transcripts in the envelope provided. Seal the envelope, sign or place your seal on the back flap, and return to the applicant. If an envelope has not been provided, please use one of your own. Be sure to include instructions on how to interpret the transcript and an explanation of your grading system. If the transcript is not in English, include an English translation. In the event that your policy does not allow returning the sealed envelope to the candidate, please send it directly to us at the following address and notify the applicant that you have done so.

University of Maryland  
MBA/MS Admissions  
Robert H. Smith School of Business  
2308 Van Munching Hall  
College Park, MD 20742-1815

# Application Form

Application for Admission to the MBA, part-time MBA, MBA/JD, MS, MBA/MPM, MBA/MS, or MBA/MSW programs

**Applicant:** Please type. If typewriter is not available, please print using a black ballpoint pen.

Please submit the original and one copy of this application form.

Application Fee: \$50

## Application Data

Have you ever applied for graduate admission to the University of Maryland, College Park, either as a degree-seeking or as an Advanced Special Student?

☐ No ☐ Yes Year \_\_\_\_\_ Program/Department \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Name

Different name(s) that may appear on transcripts: \_\_\_\_\_

(This address is where all university correspondence will be sent.)

Mailing Address \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ City Code (For international students) \_\_\_\_\_ Country \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail \_\_\_\_\_

The information in this section is requested solely for the purpose of determining compliance with federal civil rights laws. Your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a non-discriminatory manner. Please check the appropriate boxes.

☐ Male ☐ Female ☐ American Indian/Native Indian (1) ☐ Black/Not of Hispanic Origin (2) ☐ Asian/Pacific Islander (3)  
☐ Hispanic (4) ☐ White/Not of Hispanic Origin (5)

City and Country of Birth \_\_\_\_\_ Country of Legal Permanent Residence \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ If not a U.S. citizen, Type of Visa \_\_\_\_\_

## Matriculation Data

Below is a listing of the master's degree programs in the Robert H. Smith School of Business. Please check only one box.

☐ MS (BMSB) ☐ Weekend MBA in Washington, D.C. ☐ Evening MBA in Shady Grove (BMBA)  
☐ MBA (BMBA) (BMBA) (part-time program) ☐ Evening MBA in Baltimore (BMBA)  
☐ MBA/MPM (BMPM) ☐ Weekend MBA with Naval ☐ Evening MBA in Washington, D.C. (BMBA)  
☐ MBA/MS (BMJT) Postgraduate School ☐ Evening MBA in Washington, D.C. (BMBA)  
☐ MBA/JD (LMBA) ☐ Evening MBA in Washington, D.C. (BMBA)  
☐ MBA/MSW (BMSW) ☐ Evening MBA in Washington, D.C. (BMBA)

For class beginning Fall (indicate year) \_\_\_\_\_

# Application Form *Continued*

## Supporting Material (Fill out completely.)

List in chronological order all colleges, universities, or other institutions of higher learning that you have attended, including the University of Maryland. **Send two official transcripts from each institution to the MBA/MS Admissions Office.**

Calculate your academic averages:

(International applicants who attended institutions that did not use a 4.0 grading scale should leave this area blank.)

Overall GPA _____		Last 60 Hours GPA _____		Post-Bachelors GPA _____			
Name of Educational Institution	Location of School	From	To	Major	Type of Degree	Date Awarded/Expected	Overall GPA

## Quantitative Preparation

Please list all college-level quantitative courses you've completed with a grade of "C" or better (e.g., Statistics, Calculus, Accounting, Finance, etc.).

Course title	Grade	Course title	Grade
Course title	Grade	Course title	Grade
Course title	Grade	Course title	Grade

## Test Information

Graduate Management Admission Test      Date \_\_\_\_\_

Score \_\_\_\_\_  
200-800      Verbal %      Quantitative %      Total %      AWA 0-6

Test of English as a Foreign Language      Date \_\_\_\_\_

Score \_\_\_\_\_  
200-800      Verbal %      Quantitative %      Total %      AWA 0-6

## Foreign Language Capability

Language 1: \_\_\_\_\_

Reading Ability      Speaking Ability  
☐ Good   ☐ Fair   ☐ Poor      ☐ Good   ☐ Fair   ☐ Poor

Language 2: \_\_\_\_\_

☐ Good   ☐ Fair   ☐ Poor      ☐ Good   ☐ Fair   ☐ Poor

Have you ☐ lived   ☐ worked   ☐ studied or   ☐ traveled extensively outside your home country?

Are you currently in the military?   ☐ Yes   ☐ No

## Honors/Extracurricular Activities

List in order of importance to you all community activities, professional organizations, and honor societies in which you have been involved. Indicates the dates of your involvement and any offices held.

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Has disciplinary action been taken against you at any of the institutions attended, including the University of Maryland?

☐ Yes   ☐ No      If yes, please attach a statement describing the incident and its resolution.

Have you ever been indicted for, or pleaded guilty to, or have been found guilty of any criminal offense excluding minor traffic violations?

☐ Yes   ☐ No      If yes, please attach a statement describing the incident and its resolution.



# Application Form *Continued*

## Employment History

### Industry

Accounting  
 Advertising/Public Relations  
 Aerospace  
 Arts  
 Automotive  
 Banking (Commercial/Retail)  
 Biotechnology  
 Chemicals  
 Computer Related Services  
 Consulting  
 Consumer Products  
 Education  
 Energy  
 Entertainment  
 Financial Services  
 Government  
 Health Services  
 High Technology/Electronics  
 Hospitality  
 Industrial Products  
 Insurance  
 Investment Banking  
 Law  
 Military

Money Management  
 Not-for-Profit  
 Pharmaceuticals  
 Real Estate  
 Recreation/Sports  
 Retail  
 Telecommunications  
 Transportation  
 Utilities  
 Other \_\_\_\_\_

### Job

Accounting/Auditing  
 Commercial Lending  
 Consulting/Management  
 Services  
 Finance  
 Engineering  
 General Management  
 Information Systems  
 Marketing/Sales  
 Operations  
 Personnel/Industrial Relations  
 Planning/Corporate Staff  
 Project Management  
 Research/Development  
 Other \_\_\_\_\_

Years/Months of full-time work experience (From completion of undergraduate studies through August 2003.)

Do not include work experience obtained prior to completion of undergraduate studies.

\_\_\_\_\_ Years      \_\_\_\_\_ Months      total work experience

Using the job and industry descriptors above, please indicate the one set of descriptors that most closely categorize your current, most/recent employment:

Industry \_\_\_\_\_ Job \_\_\_\_\_

Using the job and industry descriptors above, please indicate the one set of descriptors that best reflects your desired post-graduate employment:

Industry \_\_\_\_\_ Job \_\_\_\_\_

## Current Firm/Employer

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

Annual Salary (in U.S. dollars): \_\_\_\_\_  
 Beginning \_\_\_\_\_ Current/Ending \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

## Previous Firm/Employer

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

Annual Salary (in U.S. dollars): \_\_\_\_\_  
 Beginning \_\_\_\_\_ Current/Ending \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

## Previous Firm/Employer

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # of employees supervised by you \_\_\_\_\_

Annual Salary (in U.S. dollars): \_\_\_\_\_  
 Beginning \_\_\_\_\_ Current/Ending \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

## Application Form *Continued*

### Essay Questions

#### Required Essay

Please discuss your short-term and long-term career goals. How will your academic background and prior work history, coupled with a Smith MBA, aid you in achieving those goals? Please limit response to two pages.

**In addition, please choose and complete two of the following essays. Please limit each essay to one page.**

1. If you could turn back time, what would be the one thing in your life that you would do over, and why?
2. What is the most valuable lesson you have learned, and who was responsible for teaching it?
3. Imagine that you will be taking a 72-hour car ride with two other individuals. If you could choose your travel companions for this journey, whom would you choose and why? (These individuals may be living or deceased.)

#### Optional Essay

Please use this essay to provide the Admissions Committee with additional information that will assist us in evaluating your candidacy (for example, providing an explanation for gaps in employment history or an undergraduate grade point average that is less than 3.0.).

#### Graduate Assistantships

Do you wish to apply for a graduate assistantship? ☐ Yes ☐ No

If so, list in order of preference the administrative department(s) or academic department(s) in the business school for which you wish to be considered:

1. \_\_\_\_\_ 2. \_\_\_\_\_

#### Additional Information (for statistical purposes only)

How did you learn of the programs at the Robert H. Smith School of Business?

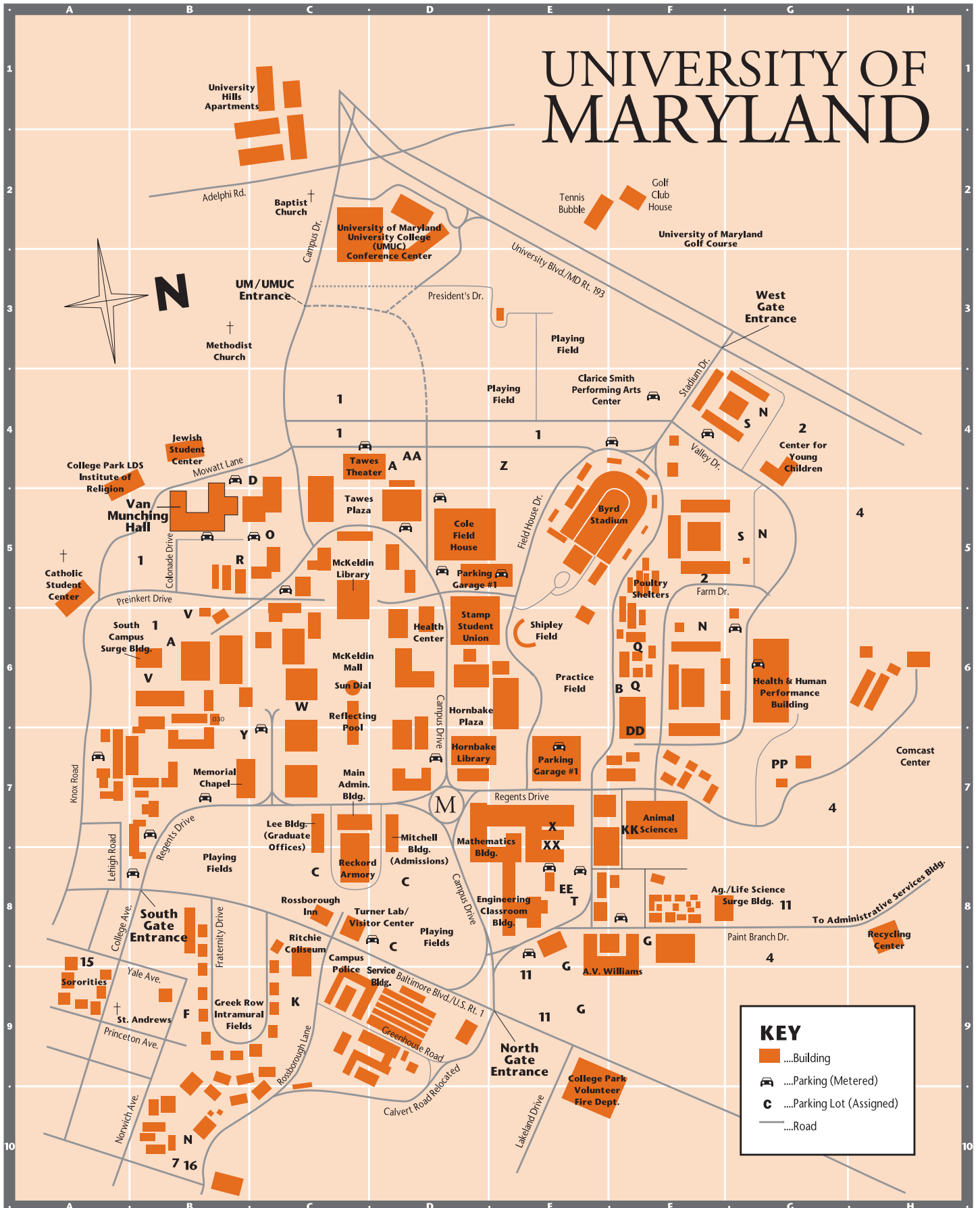
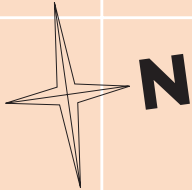
**What factors influenced you to apply to the Smith School of Business? Please identify all that were important.**

- |   |   |
|---|---|
| <input type="radio"/> MBA Forum _____ (which city)      | <input type="radio"/> National/international magazines/publications |
| <input type="radio"/> Campus Visit _____ (date)         | <input type="radio"/> Input from friends and relatives              |
| <input type="radio"/> Contact with student _____ (name) | <input type="radio"/> Input from employer                           |
| <input type="radio"/> Contact with alumni _____ (name)  | <input type="radio"/> World Wide Web                                |
| <input type="radio"/> Contact with faculty _____ (name) | <input type="radio"/> MBA viewbook/brochure                         |
|   | <input type="radio"/> Other _____                                   |

Please list all other schools to which you are applying.

I certify that the information submitted in this booklet is true, accurate, and complete. I understand and agree that any misrepresentation or omission of facts in my application will justify the denial or cancellation of admission. I understand that all submitted materials become the property of the University of Maryland, subject to all privacy rules and regulations.

# UNIVERSITY OF MARYLAND



.....Building

.....Parking (Metered)

.....Parking Lot (Assigned)

.....Road



### *Directions to the Robert H. Smith School of Business in Van Munching Hall*

#### **From I-495, the Capital Beltway:**

Take I-95 South to the University of Maryland, College Park/U.S. Route 1 South (exit 25). Bear right onto Route 193 West (University Boulevard). Continue on University Boulevard past Azalea Lane and Stadium Drive. Turn left at light onto Adelphi Road. Take first quick left (at light) onto Campus Drive. Follow Campus Drive, past Presidential Drive, to Mowatt Lane. Turn right onto Mowatt. Van Munching Hall is on your left. Proceed on Mowatt and take first left (Preinkert Drive.) Turn left at Colonnade Drive and park in the lot adjacent to Van Munching Hall.

#### **Business School Administration**

Dean: Howard Frank

Senior Associate Dean: Burt Leete

#### **Master's Programs Administration**

Associate Dean for Master's Programs and Career Services: Cherie Scricca

Director of Admissions: Sabrina White

Director of Academic Programming: Mike Marcellino



**ROBERT H. SMITH**  
SCHOOL OF BUSINESS

#### **Master's Programs Office**

Robert H. Smith School of Business

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